

MINUTES

CHEHALEM PARK AND RECREATION DISTRICT | BOARD OF DIRECTORS

CPRD ADMINISTRATION OFFICE|125 S. ELLIOTT ROAD, NEWBERG, OR 97132

6 PM OCTOBER 23, 2025

- I. President Jim McMaster called the meeting to order 6:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call
Board members:
Jason Fields, Nick Konen, Jim McMaster, Brandon Slyter, Matt Smith

CPRD Staff:

Richard Cornwell, IT Specialist (meeting operator)
Casey Creighton, Assistant Superintendent
Clay Downing, Superintendent
Julie Petersen, Special Services Supervisor/Recreation Supervisor
Kat Ricker, Public Information Director
Kellan Sasken, Special Services/Golf Director
Maxwell Siderius, Golf Course Superintendent
Bryan Stewart, Basic Services Supervisor/Park and Facilities Supervisor

Public:

Tamara Busch-Johnson, Ladd Hill Neighborhood Assoc.	Sean Andries and Annie Shull, Chehalem Cultural Center
Rick and Lisa Rogers	Dennis Wiley, Trails CAC
Ed Fredenburg	Mary Starrett, Yamhill County

- a. Approval of Amended Agenda – Released Oct. 20th. Added: Item VI.F, Addendum A (per VI.F) Addendum B (per VII.C)

Jason Fields moved, Jim McMaster seconded: to approve agenda as amended. Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.

- IV. Public participation -
 - a. Tamara Busch-Johnson, representing Ladd Hill Neighborhood Assoc., requesting letter of support urging World Forestry Center to halt sale of Magness Memorial Tree Farm, a wildlife sanctuary (discussion: Downing noted that this property is located outside of CPRD's jurisdiction and thus urged the Board to consider any action carefully.)
 - b. Ed Fredenburg made comments in relation to CPRD's Ewing Young Park proposed bridge project, in response to letter to Board from Yamhill County administrator in September (See Addendum B.)
 - c. Former Board member Lisa Rogers made comments in support of Ewing Young project.

d. Rick Rogers, former Newberg mayor, made comments in support of Ewing Young project.

V. Approval of consent agenda

a. Approval of Sept. 25, 2025 meeting minutes

b. Approval of September financials

c. Final August financials

d. Parks Department purchase request: Chehalem Senior Center flooring from Rivers Flooring

e. Parks Department purchase request Five Workman MDX gas utility vehicles from Sourceweld through Toro, for golf course

f. Authorization of Brown & Brown to act as insurance agent of record for Chehalem Park and Recreation District

Staff and Board brief discussion on insurance and vehicles.

Matt Smith moved, Jason Fields seconded: TO APPROVE THE CONSENT AGENDA. Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.

VI. Action items/committee reports/Board comments

a. Presentation of the Chehalem Cultural Center's Annual Report by Executive Director Sean Andries

b. Crabtree Park transition - Kat Ricker described working together with Yamhill County PIO to jointly release a news release announcing that beginning Jan. 1, 2026, management of this park (located in Dundee) will transition to the County, and CPRD is already phasing the park out of publications and website.

c. Ewing Young Bridge Project - Superintendent Downing talked about this and presented his recommendation. Discussion - typical timeline to expect for County Commission to respond.

Downing said staff has scheduled a Public Open House for Nov. 19th and a virtual version on Nov. 20., in order to provide public with information and discussion on several big projects; this will help keep development projects on schedule and discuss with public.

Discussion continued on Ewing Young topic. Matt Smith said this is a slow process, and so is litigation, and that also comes with risk; this is a good solution. He urged depoliticizing things and doing more outreach, avoiding litigation, and pursue rezoning this to Park Land.

Jason Fields said we will build this bridge, and we need to find a way to make this palatable for residents in the area, such as fencing, and

talk with them directly. Cost will be a factor he added.

Jim McMaster said it is important to notify and talk with neighbors there, he urged avoiding litigation, and to continue talking with County.

Superintendent recommended staying out of Land Use and LUBA. He urged prioritizing this and doing enhanced outreach with mailings publicizing the project and the open house as a way to discuss it, and being ready to attend at HOA if invited. He said he will be asking to be added to the County Commissioners meeting agenda.

Discussion generally that this has dragged on for too long, and desire to make it move forward. General strong emphasis on public outreach to residents near and around Ewing Young Park.

- d. Citizen Advisory Committees policy clarification discussion
Discussion on what they are, when they began. Downing and Ricker led discussion.

Committees are labor-intensive and must follow Public Meeting Laws, said Downing, and the committee form for volunteers is cumbersome, so the staff is asking what the Board's intention is, whether they want the committees to work with staff or the Board, and if with staff, that looks more like a volunteer group perhaps a focus group. Are we establishing a standing committee, which never ends? What are their expected deliverables? Staff wants to know what to expect.

Smith said committees are not supposed to be political or creating factions, so having a committee that is under public meeting laws can be good to prevent that.

Nick Konen said it was difficult, that the trails committee is different, that they could continue working on projects for years to come, but he does not know how beneficial it is for pickleball committee to continue to meet when the Jaquith courts construction is already underway and suggested two separate discussions with the committees. Without a goal, he said, the committees can go other direction, so if we do not dissolve them, then we need to make sure that they have a goal, for everyone's sake.

Jim McMaster said he has seen the committees have frustration with dealing with public meeting laws and also he has seen committees not having enough members to hold a quorum, and we are paying staff to be here, which is costing taxpayers money. He said committee goals were not set; the first trails committee did not want to come back because they did not have clear direction.

Committee members in attendance spoke:

Lauren Pfeiffer said the committee knows its purpose, wants a list of priorities for what's next. She agreed it is difficult to get anything done meeting once a month under public meeting laws. She asked for more frequent meetings and more training. She said he agreed with everything that the superintendent had said.

Dennis Wiley said he had expected to be working with Board on policy decisions, but instead it turned out to be about working with staff on projects; it was almost impossible to do what we were doing and work within public meeting laws. He said the committee would like to work with the Board and do more on the program, but we do not need to be an advisory, that we could easily be an ad hoc or citizen group.

Ed Fredenburg said he recommended a meeting for users of Ewing Young Park, not just Meadows subdivision homeowners.

Slyter said he would like to honor the remaining terms and ask the committees to present what they would like to do and whether to continue. Konen agreed. Smith said we cannot abdicate our responsibility as the Board; we need to give them the guardrails and the goals, and he suggested several projects to be considered. He agreed that there had been a lot of confusion with the committees in their beginnings. Perhaps they do not need to meet as frequently or for a while, but eventually, there will be things for them to deal with, i.e. after Jaquith courts are open, to bring back feedback and recommendations. McMaster said we need to make sure that we do not get involved with what the staff does; our job is policy.

Downing said he will make suggestions to staff liaisons to convey to the committees, and he described those.

- e. Continued discussion on Strategic Planning Priorities, some organizational changes to the list. Downing said he will reconcile the comments received and finish the deliverable. He sought clarification on cost targets as they appeared and cautioned that it could be confusing to include it here; he would rather see a cost asset depreciation model, to anticipate the idea of creating a sinking fund. McMaster and Smith agreed that it was better placed in the budget, preserving transparency and not creating false expectations.

Jason Fields moved, Matt Smith seconded: TO PUBLISH THE STRATEGIC PLANNING PRIORITIES AS AMENDED IN THIS SESSION. Votes: Fields-yes; Konen-yes; McMaster-yes; Slyter-yes; Smith-yes. Motion carried 5-0.

- f. Board member comments
Brandon Slyter - said he was grateful to see announcement of swings down for replacement on website, that was the level of news that he

wanted to see there, and also his son was happy that a slide had been replaced.

Jason Fields - said he is running for county commissioner, and applications for new housing are down 40 percent, which will take a toll on the amount that we bring in for CPRD. He advocated taking a door-to-door approach in communicating with the public, because he is finding it to be a powerful tool. From what he is hearing from people that way, if we are going to talk about doing a levy or bond at CPRD, we need to be cognizant of how people are doing and what we want to ask them to pay for.

Matt Smith - We need to be diligent in how we fund our parks and do that without raising taxes such as maintenance levies and bonds; he urged others read what other park departments are going through related to this. He said we need bike access and riverfront development, along with maintenance, without raising taxes.

Jim McMaster - Brandon and I will be working on Superintendent evaluation. He said people won't come to live in Newberg unless we have a quality of life here; he said we are one of the biggest economic drivers in our district. RFP is open from Recreation Ready. Golf Course feasibility study kick off meeting took place. Talking tentatively with state parks about the potential of a disc golf friendly competition at Champoege State park and encouraged the Board to float ideas for low-energy, friendly ways to engage partners.

Casey Creighton provided additional details on project updates; see packet for full report.

VII. Old business/committee updates/project updates

a. Citizen Advisory Committees updates - None

VIII. Superintendent Report and Project Updates; see packet for detailed reports. Survey update - 800+ responses; closes end of this month. He invited Board members to attend and participate in upcoming open house events and said there would be a potential quorum notice if necessary. There had been a request for a SDC Fee Waiver for an Accessory Dwelling Unit; Downing had evaluated it and then denied it because he did not find that it met some of the criteria. City of Dundee is still deliberating on request for funding for phase I of Sander Estate.

IX. Staff reports presented; see packet for detailed reports.

Bryan Stewart thanked Crystal Rilee Park Foundation; twelve truckloads of trails surface cover have been deposited, plus gravel on switchbacks. Many tournaments going on in parks and facilities.

Julie Petersen said this is the busiest month, in tandem with school schedules. Grad Night is coming up at the aquatic center. She described

coaches training (70 soccer coaches alone). Aquatic and fitness center has 15,000 visits per month. Golf rounds have been up. Had met with Newberg Old Fashioned Festival committee and had let them know that fireworks will not be able to be scheduled at Renne Field next year. She was able to schedule police chief to present at an upcoming staff meeting on what to do with trespassing people; there were three incidents recently and staff could use some guidance. Max Siderius said staff just finished aeration at golf course and things are going well. For more departmental staff reports, see packet.

- X. Correspondence
 - a. Citizens' Comments - N/A
- XI. Adjourned 8:50 p.m.

Next meeting: Dec. 4, 2025

MINUTES APPROVED ON _____, 2025

Board President

ATTEST

Kat Ricker, Public Information Director
(Recorder of Minutes)